



# Office of the City Clerk

## Weekly Report – for Week Ending December 20, 2013

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### OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Neighborhood and Business Improvement** - The City Council adopted the Ordinance of Intention for the proposed Arts District LA Business Improvement District.

**Neighborhood and Business Improvement** - The City Council adopted our request to delay the transfer of the Neighborhood and Business Improvement Division from the City Clerk to EWDD for six months.

**Ethics Department Request for GIS Services** - the Systems division completed geo-coding addresses of campaign contributors to identify council districts that they fall within. Data and maps were provided to the Ethics department.

**Novus Automated Agenda Management Project** - a “Go Live” date of early February for the Council Committee agendas has been set. The Mayor’s metrics project deadline is March 2014.

**General City Purposes (GCP) System** - five requested modifications to the GCP system were completed by the Systems staff and moved into a test environment for validation and signoff from the Administrative Services accounting section.

**City Expenditures Tracking System** - the rewrite and conversion of the expenditure system from Microsoft Access to our department standard of SQL Server was completed. The Administrative Services accounting section is now testing. Expected rollout is January.

**City Elections** - On December 17, 2013, the LAUSD Board opted to call a Special Board meeting on January 7, 2014 to discuss options to fill the vacant Seat No. 1

**City Elections** - a meeting was held with the County on Secretary of State and Federal polling place accessibility compliance requirements and potential solutions.

**Neighborhood Council Elections** - Candidate Filing for the first of 11 regions begins December 16, 2013.

**Council and Public Services** – Legislative activities increased due to the pending Council recess. The last day for City Council this year is December 18, 2013. Council will resume after Winter Recess on January 7, 2014. The division notarized 54 Historical Property Contracts for Planning and prepared numerous declarations and certified copies for City Attorney due to medical marijuana litigation.

**Records Management Division** - Instituted a scanning initiative to convert microfilmed copies of the historic City Council Minutes to a digital format. An application will be developed to permit searching of the content from the City Clerk web page. This is a deliverable for the Mayor’s Customer Service metrics for City Clerk.

### ISSUES

**Council and Committee Meeting Webcasting** – Two separate problems occurred. As of Monday, the live audio webcast for Committee Room 1010 is not working. In Council Chambers, the Spanish SAP video webcast server did not automatically start and required manual intervention. The Information Technology Agency is working to resolve the problems.

**Neighborhood Council Elections** – A new Stakeholder Definition ordinance was adopted by Council on December 18, 2013. This will impact the administration of the NC Elections already in progress. An administrative fix will be administered to notify potential candidates of the new requirements and provide additional time to comply.

### UPCOMING . . .

**City Archives**- A Council motion was introduced requesting the CAO with assistance from the City Clerk to report on the steps necessary to create a City Historian position.

**Offsite Record Storage** – A new Request for Proposal must be prepared and released.

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### TOP ISSUES

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- *Potential for a LAUSD Special Election for Seat 1*
  - *BID Program will stay with the City Clerk for an additional 6 months*
  - *Neighborhood Council Election process has begun*
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